

requires the submission of professionally written and typed papers. Students who elect to have their papers professionally typed will see ads posted on student bulletin boards. All typing is at the expense of the student and on terms negotiated with the typist. In order to prevent unethical practices, War College staff personnel are not allowed to type student papers during working hours; negotiations with respect to the typing of papers must be conducted outside normal working hours.

### Special Events Projects

The Director, Special Events Department plans and coordinates the support of all visits of groups and individuals not directly associated with the academic curriculum of the Naval War College. This includes answering all requests for information regarding visits and tours of the College, and coordinating arrangements for guest speakers. Arrangements for visitors to use Naval War College spaces such as seminar rooms, video teleconferencing facilities, and auditoriums are made through the Special Events Office.

In particular, the Head, Major Events Division, coordinates major conferences and forums that are part of the curriculum and for which attendance is mandatory. Held between trimesters, these are the Dr. Michael I. Handel Strategy Conference, the Intersessional Conference, and the Current Strategy Forum.

### Audio/Visual Services

The Audio Projection Branch is located in Room SP-115 (adjacent to Spruance Auditorium), telephone 841-4008. This shop can provide tape recorders, a variety of video projection devices, closed circuit TV, and videotaping capability. Some of this equipment may be provided for student course work. Requests for equipment or services should be made well in advance of requirements.

A file of audio tape recordings (cassette) of past lectures is kept in the classified library section. These are available for loan to students.

### Graphic Arts

The Graphic Arts Department is located in Room P-348, telephone 841-3537. This shop is equipped to provide charts, viewgraphs, and slides from locally produced work.

Students normally do not require graphic arts support to complete the curriculum. Students who are conducting specific research, such as ARPs and Mahan Scholar work, who require graphics arts support cannot submit their requests directly. Requests must be submitted via their faculty advisors to receive Graphic Arts Department support.